King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.039, **Approved Employee Dress**	Approved By:	Director John Diaz
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Purpose
To establish guidelines for issuance of uniform items and the proper wear of department uniforms and approved civilian attire by staff.

Policy
It is the policy of this department that employees shall present a professional appearance while on duty or in uniform. Uniforms shall be clean, pressed, and in good repair; shoes and other leather equipment shall be polished and shined, and badges and nameplates shall be clean and bright. Civilian attire shall be conservative, business-like, and professional. The department reserves the right to select, approve, and designate styles and manufacturers of required uniforms and equipment. All uniforms are subject to authorization and modification by the department director at any time.

References
Department Policy: 1.02.002, Property Loss or Damage
4.03.005, Firearms

Definitions
Class-A Uniform: Department authorized uniform consisting of a long sleeve shirt that requires a metal department badge and name plate be attached to the shirt with a department issued tie and tie clip with uniform pants that do not have cargo pockets.
Class-B Uniform: Department authorized uniform consisting of a long or short sleeve shirt that requires a metal department badge and name plate be attached to the shirt with uniform pants that do not have cargo pockets.
Class-C Uniform: A department authorized alternative to the Class-A and Class-B Uniforms, which includes a PatrolDuty Uniform (PDU) shirt in long or short sleeve with a sewn-on cloth nametag and department badge patch, and PDU pants with cargo pockets.
Collective Bargaining Agreement (CBA): A written legal contract between an employer and a union representing the employees.

A. General Guidelines
1. Staff shall present a clean and neat appearance at all times. Uniforms shall be clean and pressed; staff shoes or boots shall be clean, shined and tied. A professional business-like image shall be projected.
2. Staff are responsible for the proper use and care of department property. Any loss,damage, destruction, or defect shall be promptly reported to a supervisor and to Maintenance and Supply. Refer to department policy 1.02.002, Property Loss

or Damage.

3. Uniformed staff are only authorized to wear uniforms while traveling to and from work and while performing duties in their official capacity.
4. Uniformed staff shall wear a Class-A uniform when testifying in court or attending depositions.
5. Long-sleeved shirts may be worn year-round.
6. Neckties will not be worn with short-sleeved shirts or Class-C Long Sleeves.
7. Staff shall not wear Class-A or Class-B uniforms mixed with Class-C uniform items. For example, Class-A shirt with Class-C pants.
8. Uniform shirts shall have only the top button unbuttoned.
9. Leather gear (belts, handcuff case, holster, etc.) shall be of basket weave design.
10. Uniform shirts, sweaters, and jackets shall prominently display the department's official patch on both sleeves.
11. All staff in uniform must wear a readily visible nametag or nameplate.
    a. If the uniformed staff member must use equipment that would cover the nametag or nameplate (i.e., a Tyvek suit or riot gear that is not issued to them) a piece of 2" wide white athletic tape, with the uniformed staff member's first initial and last name written on it in black permanent ink, must be affixed to the equipment so as to make the uniformed staff member readily identifiable.
12. Officer's, sergeant's, captain's, and command staff's sweaters, tactical uniforms, and uniform jackets shall display a cloth badge and nametag in locations similar to a Class-A uniform shirt. Customer Service Specialist IIIs (CSS III) may not wear any uniform items bearing a badge.
13. Sergeant's chevrons may be affixed to the sleeves or displayed by use of gold colored insignia on the epaulets of the sweater or shirt collar. Captains, majors, or commanders'rank shall be displayed by use of appropriate gold colored insignia on the epaulets of the sweater or shirt collar.
14. Vouchers or payroll checks for uniform purchase shall be issued in conjunction with Collective Bargaining Agreements (CBA), the department, and King County policies.
15. Optional wear uniform items must be approved by the department. Optional wear uniform items must be purchased by employees and no additional costs shall be incurred by the department. The director may revoke authorization to wear optional uniform items at any time.

15. Upon hire or promotion, uniformed staff shall be furnished with uniforms and equipment required by their position.

B. Uniform Regulations

1. Uniforms required for officers, sergeants, and captains as authorized by the departmentand approved by CBA:
    a. Shirt: Long-sleeved or short-sleeved as authorized by the department.
    b. Pants: As authorized by the department.
    c. Badge: The department's official badge shall be displayed on the uniform shirt affixed over the left breast pocket.
    d. Nameplate: One department approved nameplate displaying the staff member's first initial and last name shall be worn on the uniform shirt. It is to be worn centered over the right breast pocket. It shall be worn so that the bottom edge rests along the top edge of the pocket flap.
    e. Footwear: Black shoes or boots. If made of leather, or leather-like material, shall have a shined or polished appearance.
    f. Belt: Black belt made of leather or leather like material, 1.5 inches wide, with a

gold-colored plain design brass buckle.

g. Handcuffs and keys: One pair of handcuffs to be carried inside a handcuff case, which shall be worn on the belt. Keys shall be secured in a pocket or on a key-keeper.

h. Handcuff case: One handcuff case made of leather or leather like material.

2. Uniforms required for CSSIIIs as authorized by the department, and approved by a CBA:
   a. Shirts: Long-sleeved or short-sleeved as authorized by the department.
   b. Pants: As approved by the department.
   c. Nameplate: One department authorized nameplate displaying the staff member's first initial and last name shall be worn on the uniform shirt. It is to be worn centered over the right breast pocket. It shall be worn so that the bottom edge rests along the topedge of the pocket flap.
   d. Footwear: Black shoes or boots. If made of leather, or leather-like material, shall have a shined or polished appearance.
   e. Belt: One black leather belt, 1.5 inches wide, with a gold-colored, plain design brassbuckle.
3. Uniform pieces purchased by the department, but not required for wear as authorized by the department and approved by CBA:
   a. Jacket (sergeant's chevrons shall be affixed to the sleeves as appropriate).
   b. Tactical uniform or Class-C uniform: Department authorized substitution for Class-A and Class-B uniforms.
   c. Tie and tie clip: Department authorized clip-on tie or rear closure hook and loop with a department authorized tie clip.
   d. Coveralls: Department authorized coveralls may be approved in the following assignments:
      1) Maintenance and Supply.
      2) Laundry.
      3) Property.
      4) Commissary.
      5) Cell extractions.
      6) During special assignments approved by a shift commander or higher authority.
   e. Pins
      1) Firearms Instructor, Defensive Tactics Instructor, Criminal Investigator and marksmanship pins may be worn centered above the right shirt pocket and above the nameplate.
      2) Award insignia pins: Award insignia pins may be worn centered above the left shirt pocket below the badge.
      3) Service insignia pins: County employee service insignia pins may be worn centered above the right shirt pocket above the firearms pin or nameplate.
4. Optional-wear items and guidelines:
   a. The department shall not incur any additional expense when employees opt for these items.
   b. Undershirt for CSSIIIs: Department authorized crew neck or V-neck short-sleeved t-shirt, or turtleneck.
   c. Undershirt for officers, sergeants, captains, and command staff: Department authorized crew neck or V-neck short-sleeved t-shirt, or turtleneck.
   d. Sweater: A department authorized uniform pull-over sweater may be worn over, with, or instead of a uniform shirt.
   e. Hat: Department authorized hats may be worn outside the facility. Hats shall be worn squarely on the head, with the brim, patch, or badge facing forward.

f. Service Stripes and Stars: Service stripes or stars may be worn in the following manner:
   1) Service stripes are worn by correction technicians, officers, and sergeants. One stripe for every three years of service is worn on the left sleeve below the elbow.
   2) Service stars are worn by captains and command staff. One star is worn with the bottom two points of the star placed 0.5 inches above the cuff for every five years of service completed.

C. Weapons Qualified Staff

For firearms-qualified staff that are assigned to a weapons post, the following department issued equipment shall be worn:

1. One basketweave leather or leather-like gun belt and one set of belt keepers.
2. Department approved body armor.
3. One loaded Firearm of Record (FOR), in a department approved holster.
4. Two loaded magazines, in department approved holder.
5. One collapsible baton, in a department approved holder (baton may be carried only by those trained in its use).
6. One O/C pepper spray, in a department approved holder.
7. Two sets of handcuffs, in cases with keys.
8. One radio, in holder.
9. One Taser C.E.W, in department approved holster (Taser C.E.W. may only be carried by those trained in its use and is dependent on the availability of the Taser C.E.W.).

D. Maintenance & Supply Uniform

For uniformed staff regularly assigned to work in Maintenance and Supply, the department authorized uniform shall consist of the following:

1. Either the standard Class-A, B or C uniform or department authorized coveralls.
2. One black belt.
3. One pair black shoes or boots.

E. Firearms Instructor Uniform

The department authorized Firearms Instructor uniform shall consist of the following:

1. Tactical Duty Uniform (TDU) pants.
2. Either a department authorized long sleeved TDU shirt or a department authorized short sleeved collared shirt. *
3. One pair of black boots.
4. One department authorized jacket with drop downs.
5. One pair department authorized rain pants.
6. 80-decibel ear protection.
7. One stopwatch.
8. One whistle.
9. One set of eye protection.
10. One department authorized baseball-style cap.
11. One Firearms Instructor and Marksmanship Pin.

*All shirts shall display an embroidered badge with the King County Jail emblem on the left breast. The right breast shall display the staff member's rank, first initial and last name.

F. Defensive Tactics Instructor Uniform

The department authorized Defensive Tactics Instructor uniform shall consist of the following:

1. Either department approved TDU pants or TDU shorts.

2. Either a department approved collared long sleeved shirt or a department approved collared short sleeved shirt. *
3. One whistle.
4. One stopwatch.
5. One department approved baseball-style cap.
6. One Defensive Tactics instructor pin.

*All shirts shall display an embroidered badge with the King County Jail emblem on the left breast. The right breast shall display the staff member's rank, first initial and last name.

G. Corrections Emergency Response Team (CERT) Uniform

The department authorized CERT uniform shall consist of the following:

1. Department approved TDU pants
2. Department approved long sleeved TDU shirt
3. One pair of black boots
4. Black belt made of leather or leather like material, 1.5 inches wide, with a gold-colored, plain design brass buckle or alternatively a 1.5 inches wide web nylon tactical belt.
5. Department approved body armor.
6. Other specialized gear as approved by the department.

H. Training Unit Uniform

The department authorized Training Unit uniform shall consist of the following:

1. Department approved TDU pants.
2. Department approved short sleeved collared shirt. *
3. One pair of black boots
4. Black belt made of leather or leather like material, 1.5 inches wide, with gold-colored, plain design brass buckle or alternatively a 1.5 inches wide web nylon tactical belt.

* All shirts shall display an embroidered badge with the King County Jail emblem on the left breast. The right breast shall display the staff member's rank, first initial and last name.

I. Civilian Clothing Worn On-Duty

1. All staff shall wear conservative, business-like, and professional attire.
2. Styles of clothing shall be consistent with those worn by general King County employees who work in a business office environment.
3. Where applicable, staff members attending training sessions, conferences, or seminars may wear civilian clothing to such functions. All staff members must observe any dress code announced by the hosts of such functions. If no dress code is prescribed, staff shall dress according to guideline G.1 above.
4. Staff not in uniform must always prominently display their ID cards at chest level when in department facilities. Identification cards shall not be altered or the name covered in any manner.
5. If differences of opinion rises concerning the meaning of conservative, business-like, or professional attire, the appropriate department administrator (Deputy Director for Administration, Division Director, or Major) shall be the final reviewing authority and his or her decision shall be final.

J. Dress Uniforms for Special Occasions

1. Dress uniforms are authorized to be worn at special occasions such as award ceremonies, academy graduations, funerals, or other occasions designated by the department director.

2. Dress uniforms shall be provided by the department for captains and command staff.
3. Approved dress uniforms may be purchased by officers and sergeants at their own expense.
4. The dress uniform shall consist of the following:
   a. Dress hat with hat badge.
   b. Dress uniform jacket.
   c. Dress uniform pants.
   d. White dress shirt.
   e. Necktie, with clasp.
   f. Dress shoes.

K. Badge of Mourning

1. A band of black material affixed horizontally across the center of the badge is authorized to be worn following the death of a department staff member, a law enforcement officer, or at the designation of the department director.
2. Non-uniformed staff may cover their department identification cards in a similar manner however their photo and name must still be visible.
3. The badge of mourning shall be authorized for wear from the time of death until midnight of the day of the funeral or memorial service.